

## STEPS TO ATTACHING THE ATTESTATION STATEMENT

1. You will need to attach the FY14 Attestation to the FY14 application. Click on “Modify” on the Meal Pattern Compliance line.

**School Meal Programs** Iowa Department of Education

Agreement Number: 02258601 SFA Name: Beloit Lutheran Home School Year: 2013 - 2014

2013 - 2014 Application Packet Main Menu Pending Approval

Item Description	SFA Status	State Status	Last Updated	Action	
SFA Profile	Active	Inactive	05/04/2013	<a href="#">View</a>	<a href="#">Modify</a>
SFA Application	Approved	Approved	N/A	<a href="#">View</a>	<a href="#">Modify</a>
Menu Certification	Incomplete	Incomplete	04/05/2013	<a href="#">View</a>	<a href="#">Modify</a>
Meal Pattern Compliance				<a href="#">View</a>	<a href="#">Modify</a>
Site Application(s)	<a href="#">Add Site Application</a>				
8601 Beloit Lutheran Home	Not Started	Not Started	06/04/2013	<a href="#">View</a>	<a href="#">Modify</a> <a href="#">Delete</a>
FSSMC Contract Fact Sheet					
Not Applicable					
SFA Contract Fact Sheet					
Not Applicable					
Vendor Contract Fact Sheet					
Not Applicable					
Form Download				<a href="#">View</a>	

2. Click on the “Click here to Upload File”

[< Back](#)
[Cancel](#)

Attestation Upload				
Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
There are no attachments.				
<a href="#">Click here to Upload File &gt;</a>				

Created By: C02258601      Created Date: 11/09/2012      Modified By: C02258601      Modified Date: 02/05/2013

3. Click on the browse button...this will allow you to go to your files....See below.

SFA Information		
SFA Name	Agreement Number	Program Year
Beloit Lutheran Home	02258601	2014

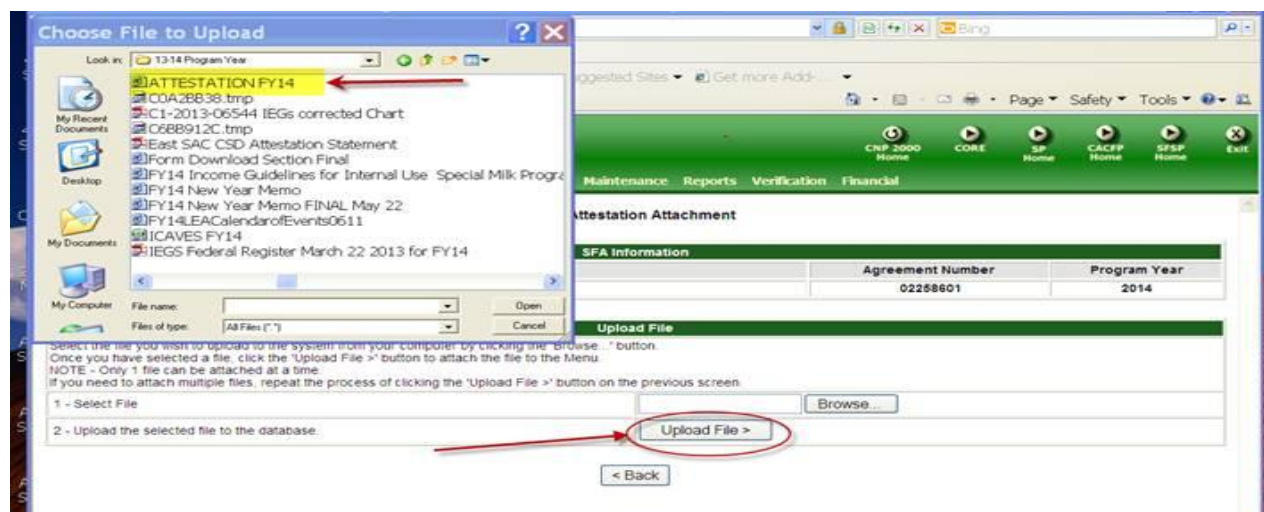
  

Upload File	
Select the file you wish to upload to the system from your computer by clicking the 'Browse...' button. Once you have selected a file, click the 'Upload File >' button to attach the file to the Menu. NOTE - Only 1 file can be attached at a time. If you need to attach multiple files, repeat the process of clicking the 'Upload File >' button on the previous screen.	
1 - Select File	<input type="button" value="Browse..."/>
2 - Upload the selected file to the database	<input type="button" value="Upload File &gt;"/>

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## STEPS TO ATTACHING THE ATTESTATION STATEMENT

4. Double click on file you want to attach and then click on "Upload File".



5. Click on "save and Continue"

**Upload File Confirmation**  
Your document has been successfully uploaded.

SFA Information		
SFA Name	Agreement Number	Program Year
Beloit Lutheran Home	02258601	2014

**Uploaded File**

Attachment Name: ATTESTATION FY14.rtf  
Attachment Size: 48.51 K

Shows the Attestation File was attached.

You may add additional comments in regards to this uploaded file if desired. Select 'Save and Continue >' to proceed to the next screen.

Comments

Save and Continue >

6. Shows the file was attached.

**Meal Pattern Compliance**

SFA Information		
SFA Name	Agreement Number	Program Year
Beloit Lutheran Home	02258601	2014

Attestation Preparer Contact

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Shows the Attestation uploaded

Attestation Uploaded

Uploaded File	Document Size	Uploaded Date	Uploaded By	Action
ATTESTATION FY14.rtf	48.51 K	07/23/2013	ccphans	<a href="#">View</a>   <a href="#">Delete</a>   <a href="#">Create</a>

Click here to Upload File >

Created By: CH228807 Created Date: 11/08/2012 Modified By: CH228807 Modified Date: 02/08/2013